

# Portfolio, Programme and Project Offices (P3O®)

Foundation to Practitioner





## Overview

As businesses increasingly adapt portfolio, programme and project management, there is an increasing need for an effective infrastructure, namely the programme/project office, to support them.

The need for an effective support structure increases not only with the number of programmes and projects undertaken, but also with the significance placed on these initiatives. Portfolio, Programme and Project Offices (P3O®) is a best practice guidance from AXELOS addressing this functionality.

The P3O model provides a decision and delivery support structure for enabling change within an organisation. This may be provided through a single permanent office such as, the Portfolio Office, Centre of Excellence, Enterprise or Corporate Programme Office. Alternatively, it may be provided through a linked set of offices (portfolio office, programme offices, project offices).

P3O is aligned with PRINCE2® and MSP® and blends in one place a set of principles, processes and techniques to facilitate effective portfolio, programme and project management through enablement, challenge and support structures. These structures bridge the gap between the strategy and policy makers, and the delivery arm of the organisation.

## Key topics

**These courses explore the following areas:**

- An Introduction to P3O – discussing why, when and how to use P3O models including the difference between portfolio, programmes and project environments and their different requirements
- Value – what value P3Os can bring to the organisation including a business case, funding models and performance measures – Model – an overview of the different P3O models with examples
- Functions and Techniques – details on the functions/services and techniques/tools used by units of a P3O model



## P3O Foundation

### Objectives

The Foundation course aims to certify participants in P3O Foundation Level and enable them to demonstrate a good understanding of the programme and project support office functions, acting as an informed member of a P3O. Overall, the course assists in developing an appreciation of the issues and challenges that face Programme and Project Managers.

#### Course duration:

- Weekday/virtual: 3 days
- Weekend: 2 days

### Exam & Certification

The Foundation course includes the P3O Foundation online exam which consists of:

- 75 multiple choice questions
- 60-minute exam
- Pass mark is 50% (35/70)
- Closed book exam

## P3O Practitioner

### Objectives

The Practitioner course prepares participants to undertake and pass the P3O Practitioner Exam. The Practitioner level qualification aims to measure whether the candidate has sufficient knowledge and understanding of the P3O guidance to apply and tailor it to a given scenario situation.

The course includes review, consolidation of concepts and exam questions for the Practitioner level certification. Please note that the Practitioner course is an examination preparation course and focuses on the application of P3O to prepare candidates for the Practitioner examination.

#### Course duration:

- Weekday/weekend/virtual: 2 days

### Exam & Certification

Practitioner course includes the P3O Practitioner online exam which consists of:

- 4 questions, 2.5 hours duration
- Objective testing paper based on a scenario
- Pass mark is 50% (40/80)
- Open book (P3O guide only)



## Course delivery

As part of PM-Partners' new integrated learning solution, this course offers students the option to attend our bespoke classroom in person or virtually by dialling in from a remote location. Trainers are skilled at both delivery methods and use the latest in virtual technology to simultaneously provide participants with the same interactive, multi-faceted and challenging learning experience. Whichever delivery mode learners choose, comprehension and recall techniques will be used to provide them with a solid understanding of P3O.

PeopleCert administers the P3O examination scheme. PM-Partners is an accredited partner of PeopleCert (Partner ID: 3800).

For group bookings, courses can be customised to suit your requirements and conducted onsite at your premises, at our training centre, or virtually.

- **Hybrid training:** You can learn more about our hybrid training visiting <https://shorturl.at/Bilk0>
- **Weekend courses:** These are conducted over two full weekends.
- **Materials:** A comprehensive participant workbook and a course eBook are provided for both courses. A course hard copy is available for purchase at an additional cost.



### PeopleCert Membership is available to everyone!

All you need is a PeopleCert account to join as an Essential member and gain access to a variety of resources – for free.

Upgrade to the annual Plus plan to unlock a full suite of expert resources, showcase your skills with Digital Badges and keep your certifications up to date by collecting Continuous Professional Development points.

PeopleCert  
ACCREDITED  
TRAINING  
ORGANISATION  
GOLD

### Sitting your exam

One day before the course starts you will receive an email directly from PeopleCert. This includes a voucher code which provides access to course materials and the PeopleCert exam scheduling platform. You have 6 months to schedule and sit your exam online. Please check the requirements: [www.peoplecert.org/exams-peoplecert-online-proctoring-windows](https://www.peoplecert.org/exams-peoplecert-online-proctoring-windows) when making your booking.

Your certification will need to be renewed within three years of its original certification date. Please refer to [PeopleCert](https://www.peoplecert.org) for more information.

### Take<sup>2</sup> Re-sit Exam Option

PeopleCert provide you with the opportunity to sit your exam knowing that if the outcome is not what you expected, you could have another attempt, at a fraction of the exam price.





## Who is this course for?

### Foundation

Those working within a P3O environment who need to understand the principles and terminology of P3O.

**Prerequisites:** There are no prerequisites for the Foundation course.

### Practitioner

Those managing and working within a P3O component requiring a full understanding of how to justify, build and manage a P3O.

**Prerequisites:** Have attended the Foundation course and obtained a pass in the P3O Foundation exam.

## PDUs

Participants who have been awarded the Project Management Professional (PMP) credential by the Project Management Institute (PMI) are eligible to earn PDUs (Professional Developments Units) for their participation in these courses as follows:

### Foundation

- **Weekday/Virtual (3 days):** 21 PDUs (15 Ways of Working, 4 Business Acumen and 2 Power Skills).
- **Weekend (2 days):** 18 PDUs (14 Ways of Working, 3 Business Acumen and 1 Power Skills).

### Practitioner

- **All courses (2 days):** 14 PDUs (12 Ways of Working, 1 Business Acumen and 1 Power Skills).

## CPDs

Participants holding any of the Project Management accreditations (CPPP/CPPM/CPPD) are eligible to earn 20 CPDs for each of these short courses.

### Foundation:

- **Weekday/Virtual (3 days):** 20 CPDs
- **Weekend (2 days):** 20 CPDs

### Practitioner:

- **Weekday/Weekend (2 days):** 20 CPDs
- **Virtual (2 days):** 20 CPDs for short course OR 15 CPDs for certification attained.

# Why learn with PM-Partners?

## Because we turn your career goals into reality.

Poor project skills are consistently quoted as a key reason for project failure. To be successful in project delivery, it's critical to invest in yourself and the capabilities of your team. This means setting clear goals and making a commitment to continuous improvement.

Certification and training is a vital part of this journey. But you need to know which foot to put forward, and when, to ensure you're heading in the right direction. That's where our expert guidance and support comes in.

## Tell us where you want to go

At PM-Partners we start every conversation with the question, 'Where are you trying to go?' We then apply our expertise to show you exactly 'how' to get there.

We believe that having the relevant skills and methodologies is critical to delivery success, and ultimately career success. Depending on your aims, our team of professional development consultants will work closely with you to create a development pathway, or team training program, that aligns with your goals.

## Helping to develop professional capabilities for 25 years

Our accredited programs provide certification and development across a range of globally recognised project management and delivery streams.

Each year, our expert facilitators train and certify more than 12,000 people throughout Australia, New Zealand and South-East Asia to best practice standards. All highly qualified practitioners in their field, they draw from real-life scenarios and their own experience to add real value for individuals, teams and organisations.

## Our promise to you

PM-Partners is committed to providing industry leading education that is relevant, up-to-date and designed to meet your specific needs.

We offer qualifications in multiple disciplines, including key products in PeopleCert's best practice portfolio, such as ITIL®, PRINCE2® Project Management, PRINCE2® Agile Project Management, PRINCE2® Programme Management, Prince2® Portfolio Management, and P3O®; APMG's AgilePM®, AgileBA®, AgilePgM™, Lean Six Sigma, Managing Benefits and Change Management; as well as the Scaled Agile Framework® (SAFe®); and Business Analysis programs from The Australian Chapter of the International Institute of Business Analysis™ (IIBA®), to name a few.

To find out more about how we can help you or your organisation uplift their capability, contact the experts on 1300 70 13 14.



**Mike Boutel**  
Head of Training



**Jourdan Clark**  
Sales Manager



**Brooke Barclay**  
Corporate Training  
Sales Consultant



**Holly Barber**  
Corporate Training  
Sales Consultant



**Michael Lipman**  
Corporate Training  
Sales Consultant



**Melanie Holland**  
Corporate Training  
Sales Consultant



**Luke Ayres**  
Corporate Training  
Sales Consultant



**Alexandra Furmston**  
Corporate Training  
Sales Consultant



**Chris Dalton**  
Corporate Training  
Sales Consultant



**Faye Hughes**  
Public Training  
Sales Consultant



**Hannah McGuire**  
Public Training  
Sales Consultant

ITIL® / PRINCE2® Project Management / PRINCE2® Agile Project Management / PRINCE2® Programme Management / PRINCE2® Portfolio Management / P3O® are registered trademarks of the PeopleCert group. Used under licence from PeopleCert. All rights reserved. AgilePM® / AgilePgM® / AgileBA® are registered trademarks of Agile Business Consortium Limited. All rights reserved. APMG International Change Management, APMG International Lean Six Sigma are trademarks of The APM Group Limited. All rights reserved. All rights reserved. Scaled Agile Framework® and SAFe® are registered trademarks of Scaled Agile, Inc. IIBA® is a registered trademark owned by International Institute of Business Analysis.

## Leading the way in training delivery

Our training facilities are equipped with the latest and most innovative technology to bring you the best learning experience.



CLASSROOM



VIRTUAL



ONLINE

## Shop online with confidence



CREDIT CARD

Amex, Visa, Mastercard



INVOICE



PURCHASE ORDER



BANK TRANSFER

\*Please note: payment is due 14 days before course start date.

## Buy now, pay later with interest-free terms

Pay just 50% of your course fee now and pay the other 50% 14 days before your course starts. Select invoice on checkout and one of our consultants will call you to arrange your payment plan.



## Customer story

Listen to Dominic Cain speak about how he went from being a young Chef to a Programme Director.



[vimeo.com/pmpartners/customer-story](https://vimeo.com/pmpartners/customer-story)



I recommend this course to anyone working in the PMO area. It provided a good framework that has practical application for everyone. I have taken what I learned back to my employer and am applying the principals.

- Richard Zoomer



## Contact us:

### SYDNEY OFFICE

Level 5  
45 Clarence Street  
Sydney NSW 2000  
Phone: 1300 70 13 14

### MELBOURNE OFFICE

Level 21  
459 Collins Street  
Melbourne VIC 3000  
Phone: 1300 70 13 14

### BRISBANE OFFICE

Level 24  
215 Adelaide St  
Brisbane QLD 4000  
Phone: 1300 70 13 14

### CANBERRA OFFICE

Level 4 & 5  
15 Moore Street  
Canberra ACT 2601  
Phone: 1300 70 13 14

### PERTH OFFICE

Level 1  
111 St Georges Terrace  
Perth WA 6000  
Phone: 1300 70 13 14

### SINGAPORE OFFICE

20 Bendemeer  
Road #03-12  
Singapore 339914  
Phone: +65 6818 5771

[info@pm-partners.com.au](mailto:info@pm-partners.com.au) | [www.pm-partners.com.au](http://www.pm-partners.com.au)

Share this course:



**pm-partners**